



**OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)**  
**Position Vacancy Announcement**

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: <b>05-FI-DCPS-0001</b>	POSITION: <b>Senior Budget Analyst</b>
POSITION SERIES: <b>DS-560</b>	POSITION GRADE: <b>DS-13/1 – 13/10</b>
OPENING DATE: <b>November 3, 2004</b>	CLOSING DATE: <b>November 17, 2004</b>
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE:	SALARY RANGE: <b>\$62,904 - \$81,053</b>  TOUR OF DUTY:
WORKSITE: <b>825 North Capitol Street, N.E</b>	AREA OF CONSIDERATION: <b>Unlimited</b>
PROMOTION POTENTIAL: <b>None</b>	NO. OF VACANCIES: <b>One (1)</b>
AGENCY: <b>DC Public Schools (DCPS)</b>	DURATION OF APPOINTMENT: <b>Permanent</b>

This position is **not** in a collective bargaining unit.

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**BRIEF DESCRIPTION OF DUTIES:** The primary responsibility of this position involves budget formulation, justification and execution for several diverse DCPS projects. Responsibilities include: developing operation plans, tracking obligations, projecting use of funds, comparing analyses with limitations on fund availability, and working with agency management to reconcile spending plans within appropriated budget. Duties include the review, justification and presentation of the budget for a major component of the agency. The incumbent is responsible to review, analyze and interpret existing appropriation language executive orders and Office of the Chief Financial Officer directives and bulletins, and to provide expert advice and recommendations for budgetary actions. In addition, the incumbent formulates budget estimates for multi-year programs; assists in justification of the budget; develops cost-benefit analysis of budgetary and program actions, advising officials and managers of the most advantageous course of action; monitors the execution of the administrative portion of the agency's approved operating budget; recommends adjustments in response to changes in programs, staffing levels and/or funds; monitors costs associated with the agency's staffing and average grade control programs; recommends the establishment and adjustment of personnel staffing ceilings, employment targets, and average grade controls; maintains financial information and control subsystems, within the automated accounting systems; provides day-to-day financial management support for capital project implementation and program operations; and establishes and maintains effective working relations with all levels of DCPS management. Additionally, the incumbent serves as the first line for supervision of Budget Analyst, providing guidance and direction.

**QUALIFICATIONS REQUIREMENTS:** One (1) year of Specialized Experience at the next lower level.

**SPECIALIZED EXPERIENCE:** Experience that has provided the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER.**

**PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of the formulation, justification, and execution of the budget for an entire agency or major component conducting a substantive program or recognizable segment thereof.
2. Knowledge of the District budget process or comparable government budget process at the Federal, State, or local level, and all associated policies, directives, procedures and regulations, to develop and provide authoritative advice and interpretations of legislation and policies and precedents.
3. A high degree of skill in analysis and comparison of program content, cost-benefit, and political viability of alternative budget and program actions.
4. Familiarity with and demonstrated ability to use both manual and automated financial information and control systems.

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SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**WORKING CONDITIONS:** Office Environment

**PHYSICAL EFFORT:** Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

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**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). (RESUME MAY BE ATTACHED.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

**WHERE TO APPLY:**

Aaron A. Jacobs, Sr.  
OCFO – OMA – Human Resources  
941 North Capital Street, N.E., Suite 1200  
Washington, DC 20002  
(202) 442-6523

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**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

**NOTICE OF NON-DISCRIMINATION** - In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above, protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES**

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER